



Michigan Department of Environmental Quality  
<http://www.michigan.gov/deq>

## **Environmental Science and Services Division**


### **Grant Application Package** January 2005

#### **Clean Michigan Initiative** **Nonpoint Source Pollution Control Grants**

**To be used in applying for implementing physical improvements in  
Conservation Reserve Enhancement Program watersheds.**

Jennifer M. Granholm, Governor  
Steven E. Chester, Director

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**CMI Nonpoint Source Pollution Control Grants  
December 2004**

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# **CMI Nonpoint Source Pollution Control Grants: Introduction**

## **INTRODUCTION**

The Clean Michigan Initiative (CMI) provides \$675 million for a variety of environmental, parks, and redevelopment programs. The CMI includes \$50 million for grants to reduce nonpoint source pollution. These grants are administered by the Departments of Environmental Quality (DEQ). The DEQ, Environmental Science and Services Division (ESSD), Nonpoint Source (NPS) Program, is requesting proposals for nonpoint source pollution control projects under the CMI NPS Pollution Control Grants component. The DEQ anticipates providing up to \$4 million in this request for proposals (RFP) package. **This RFP is to implement practices in Conservation Reserve Enhancement Program (CREP) targeted watersheds only.**

A second Request For Proposals (RFP) is also currently available from the ESSD for nonpoint source pollution control activities eligible for funding from the Section 319 grant program pursuant to the federal Clean Water Act. For additional information, contact the program web site at: [www.michigan.gov/deqnonpointsourcepollution](http://www.michigan.gov/deqnonpointsourcepollution), then click on Grant Applicant Information.

### **CMI NPS Pollution Control Grants**

The DEQ anticipates providing assistance for implementing physical improvements in CREP watersheds. Physical improvements are structural and vegetative practices that prevent the detachment and delivery of pollutants to surface waters and groundwater. For purposes of this request for proposals, eligible activities are limited to the implementation of filter strips, buffer strips, wetland restorations, windbreaks and sediment retention control structures in the CREP watersheds (Saginaw Bay, River Raisin and Lake Macatawa watersheds).

### **Funding Source**

This RFP is for water quality grants offered under the CMI Nonpoint Source Pollution Control Fund. Information contained in this RFP is based on Part 88, Water Pollution Prevention and Monitoring, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and the administrative rules for the CMI NPS Pollution Control Grants, promulgated October 27, 1999.

### **Eligible Applicants**

Local units of government and non-profit entities are eligible to receive grant funding from the ESSD under this grant program. Eligible entities include sub-state units of government (counties, cities, townships, and villages), public and private colleges and universities, regional planning agencies, lake boards, county commissions, and incorporated not-for-profit organizations. Non-profit entities are those exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

To be eligible, local units of government and non-profit entities must meet all of the following:

- Must demonstrate an ability to carry out the proposed project.
- Must have undergone a successful financial audit within the 24-month period immediately preceding the application.
- Must not have had a grant revoked or terminated or demonstrated an inability to manage a grant or meet the obligations in a project contract with the DEQ within the 24-month period immediately preceding the application.
- Must submit an application by the deadline of March 4, 2005.
- Must demonstrate there is an identifiable source of funds for future operation and maintenance of the proposed project.

### **Ineligible Applicants**

Federal and state agencies, individuals, and for-profit organizations are not eligible to receive this funding directly. Private lake associations and other groups without non-profit status under Section 501(c)(3) of the Internal Revenue Code, are also not eligible.

### **Ineligible Activities**

The CMI enabling legislation prohibits the use of CMI NPS funds to address contaminated sediments and combined sewer overflow corrections. Because the CMI NPS administrative rules require the funds be used for the implementation of structural and vegetative BMPs, the following types of activities will not be considered for funding:

- Maintenance practices (including, but not limited to, weed harvesting, alum treatments, dredging, integrated crop management, and catch basin repairs).
- Land acquisition.
- Construction, operation, or maintenance of septage facilities.
- Construction or maintenance of traditional storm sewer collection systems which are used strictly for the conveyance of storm water and do not provide treatment or infiltration.
- Construction or maintenance of sanitary sewer collection systems.
- Purchasing capacity at an existing wastewater treatment plant.
- Removing inflow or infiltration to sanitary sewers.
- Other point-source pollution related projects.
- Information/education activities.
- Land use planning.
- Development of geographic information systems.
- Wetland banking or off-site wetland mitigation.

Projects that negatively impact any water resource, including rivers, streams, lakes, wetlands, and public water supplies will not be considered for funding.

### **Evaluation Criteria**

- The anticipated water quality benefits of the project in relation to the cost.
- The ability of the applicant and the partners to carry out the project.
- Commitments for financial and technical assistance from the partners in the project, as demonstrated by letters of commitment.
- Financial and other resource contributions, including in-kind services, by project partners in excess of the 25 percent required minimum match.

### **Content**

This RFP contains detailed instructions and specific forms that are required for a complete application. A complete application package consists of **ten** clear copies of all required components. The size and amount of information to be included in a grant application is limited. Please read this information package carefully. Extraneous information will not be accepted or included in the grant application review process.

### **Required Application Components:**

- Minimum 25 percent local match.
- One-page ESSD Application Cover Sheet, EQP 5835.
- One-page Standard Statements, EQP 5839.
- Maximum five-page Project Description including each of the elements described on pages 11 and 12.
- Maximum three-page work plan, with mandatory elements on page 13.
- One-page or two-page Timetable (page 13).

- Two-page ESSD Grant Application Budget Sheet, EQP 5834.
- Attachments, as described on pages 18, including:
  - A letter from a certified public accountant showing proof of a successful audit.
  - For all applications with contractual services, one or more Contractor's Qualifications Forms, EQP 5853, available online at the site included in the next paragraph.

**Instructions for the grant application, starts on page 8. Follow the directions. Use the checklist on page 19 to make sure you have a complete application.** All of the required forms for this grant application are available from Thad Cleary at 517-335-4172 and on the NPS Program web site at <http://www.michigan.gov/deqnonpointsourcepollution>, then click on Grant Applicant Information. Forms may be downloaded and completed and then submitted with the other components of the grant application.

### **Electronic Applications**

Applicants are **required** to submit the project description, work plan, time line, and budget of their application on a 3.5" diskette or a compact disk, in Word 2002 (or earlier), WordPerfect 6.0 (or earlier), or an Adobe PDF file.

**Applicants must submit ten (10) complete clear copies of their grant application and one (1) electronic copy of the project description, work plan, time line, and budget.**

### **Project Clarification/Revisions**

The DEQ can award grants for amounts other than those requested and/or request changes to or clarification of the proposed work plan. Applicants may be contacted to clarify, or negotiate changes in proposed activities, timetable, or grant amounts.

### **Confidentiality**

Application information will not be kept confidential. Grant applications are considered public information under the Freedom of Information Act, PA 442 of 1976.

### **Acceptance of Proposal Content**

Successful applicants will be required to enter into a project contract with the DEQ. A project contract consists of standard "boilerplate" language (summarized in Appendix A), the applicant's project description, work plan, time line, and budget information. Failure of a successful applicant to accept these obligations may result in cancellation of the grant award. Copies of the boilerplate can be obtained by contacting Amy Peterson, DEQ, Environmental Science and Services Division, at 517-373-2037.

### **Post-Project Audit**

The selected project will be subject to a post-project audit. The DEQ Office of Internal Audit may conduct an audit of all the ESSD Administration Unit files, and may conduct an audit of a grant recipient's financial files before releasing final payment to the grantee. Applicants are encouraged to read the additional audit information and reporting requirements online at [www.michigan.gov/deqnonpointsourcepollution](http://www.michigan.gov/deqnonpointsourcepollution), Grant Applicant Information, then "Status Report Requirements: Clean Michigan Initiative Grants and Some 319 Grants."

### **Deadline**

Applications must be hand delivered by 4:00 p.m., March 4, 2005, or carrier dated (i.e., United States Postal Service, United Parcel Service, and Federal Express) no later than March 4, 2005. Please note: Dates from mail metering machines will not be accepted as a qualifying date. Metered mail must be delivered, or separately U.S. Postal Service post-marked by the

deadlines noted above (metered mail is not usually post-marked – you must specifically request it). The tracking code and electronic tracking systems will be relied on to determine carrier dates for proposals sent via United Parcel Service and Federal Express. Faxes and email submissions will not be accepted. Late proposals will not be considered for funding. Applications received after 4:00 p.m. March 4, 2005, for which a clear carrier receipt date cannot be established, will be ruled late and not considered for funding.

Postal Address:                      Attention: Amy Peterson  
    Department of Environmental Quality  
    Environmental Science and Services Division  
    P.O. Box 30457  
    Lansing, Michigan 48909-7957

Physical Address:                      Attention: Amy Peterson  
    Department of Environmental Quality  
    Environmental Science and Services Division  
    Constitution Hall, 1<sup>st</sup> Floor North  
    525 West Allegan Street  
    Lansing, Michigan 48933

## **Instructions for CMI Nonpoint Source Pollution Control Grant Application Cover Sheet**

The Cover Sheet is to be filled out by all applicants.

### **Instructions for the ESSD Grant Application Cover Sheet--page 1 of all proposals:**

The ESSD Grant Proposal Cover Sheet following this section is to be filled out by all applicants. The Cover Sheet is the first page—Page 1—of the entire application package. Other portions of the application are developed by the applicant and attached to page 1.

The *Project Name* is the name of the project.

*Waterbody Name* is the name of the waterbody or waterbodies where the project is located. List all waterbodies in the project area.

*Waterbody Type* is any or all of the following: lake, stream/river, wetland, and groundwater. List all appropriate waterbody types in the project area.

The *Organization Name* is the group, agency or local unit of government applying for funding. Fill in the organization's address, fax, and phone number.

The *Contact Person* is the person in that organization that can be contacted for additional information. On the line provided, include the name, *title*, and e-mail address.

*Project Duration*. Indicate the approximate amount of time needed to implement the project in years and months.

*Grant Amount Requested* is the amount of funding you are seeking.

*Local Match* is the amount of local funding committed to the project.

The *Project Total* should equal the Grant Amount Requested + the Local Match.

The *Person with Grant Acceptance Authority and Their Title*. The person with grant acceptance authority is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member).

*Signature*. The application must be signed and dated by the "Person with *Grant Acceptance Authority*."

Fill out the Cover Sheet as page 1 of your proposal, then continue on page 10.



**Michigan Department of Environmental Quality  
Environmental Science and Services Division (ESSD)  
Grant Application Cover Sheet  
(Authorized by 1994 PA 451).**

Completion of this form is required in order to receive grant consideration.
--

Project Name: \_\_\_\_\_

Waterbody Names: \_\_\_\_\_

Waterbody Type(s): \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: (street name and #) \_\_\_\_\_

(city, zip code) \_\_\_\_\_

Organization FAX #: \_\_\_\_-\_\_\_\_-\_\_\_\_ Organization Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Contact Person: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Contact's E-Mail : \_\_\_\_\_

Project Duration: Years: \_\_\_\_ Months: \_\_\_\_

Grant Amount Requested: \$\_\_\_\_ + Local Match: \$\_\_\_\_ = Project Total: \$\_\_\_\_

Person w/ Grant Acceptance Authority: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



(Official use only)

Hydrologic Unit Code: 0 \_\_\_\_\_ Received: \_\_\_\_\_ DEQ District: \_\_\_\_\_

Tracking code: \_\_\_\_\_ DEQ Project Administrator: \_\_\_\_\_

EQP 5835 (revised 7/03)

This is page 1 of all proposals. Continue on the next page.



**Michigan Department of Environmental Quality  
Environmental Science and Services Division (ESSD)  
Grant Application, Standard Statements**

(Authorized by 1994 P.A. 451).

Completion of this form is required in order to receive grant consideration.

CMI NPS Pollution Control Grant administrative rules require certain standards to be followed. To meet the requirements, applicants must indicate compliance by initialing both statements below. Failure to comply with any of these requirements will render the application ineligible.

- Applicant agrees that the proposed project is in compliance with all applicable state laws and rules or will result in compliance with state laws and rules.  
\_\_\_\_\_ (initial here)
- Applicant agrees to follow the Clean Michigan Initiative Reporting Requirements (online at [www.michigan.gov/deqnonpointsourcepollution](http://www.michigan.gov/deqnonpointsourcepollution), Grant Applicant Information, then "Status Report Requirements: Clean Michigan Initiative Grants and Some 319 Grants.")  
\_\_\_\_\_ (initial here).

EQP 5839 (revised 4/01)

This is page 2 of all proposals. Attach to page 1 and continue on the next page.

**Instructions for CMI Nonpoint Source Pollution Control Grants**  
**Environmental Science and Services Division (ESSD)**  
**Project Description**

These instructions provide specific information on how to organize your project description.

**In no more than five pages**, please provide the following information in this order, using these headings. Consider each bulleted statement as it applies to your project. Use 11 or 12-point font on 8 ½" x 11" paper. At the top of the page, write "Project Description for" and the project name. Number the pages and attach to Page 1, the Application Cover Sheet, and page 2, the Standard Statements. **Be sure to include a complete entry for each element A through G.** Due to space limitations it is recommended applicants focus their efforts on developing elements B, D, F and G.

**A. Statement of water quality concerns/issues.**

- This should include the current water quality conditions, if known, and the needs/problems to be addressed with the proposed project.
- Summarize past and ongoing watershed activities.

**B. Project goals and objectives.**

- Describe the project goals (what you hope to achieve) and measurable objectives.
- Describe how you intend to accomplish the goals and objectives.
- Describe how the project will result in improved water quality or long-term protection of high quality waters.
- Describe the anticipated water quality benefits in relation to the cost of the project.
- Describe how these goals and objectives compliment any ongoing water quality projects within the project area.

**C. Organization Information.**

- Briefly state the organization's mission, goals, relevant programs, activities, and accomplishments.
- Describe the relevant qualifications of project staff that will ensure the success of the project. The organization receiving the grant **must** have staff working on the project to ensure the responsible administration of the grant (staff may be grant-funded or used as local match).
- List any previous DEQ grants, including project name and tracking code number, which your organization has received for work in this area. Also include any other grant administration experience your organization has.

**D. Partners and Related Funding.**

- Describe the project partners, their roles, and commitments. Include how your organization intends to interact with the Michigan Department of Agriculture to disperse CMI cost-share funds to eligible landowners for the CREP practices.
- Describe any other sources of funding not listed on page 1 of the proposal or on the budget, and include other grants you have received, that relate to this proposal.

**E. Project Sustainability.**

- Describe any water quality activities that will continue after the project is completed.

**F. Evaluation.**

As part of your application:

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- Describe how evaluation results will be used and disseminated.
- Describe the active involvement of partners in evaluating the project.

**G. Project Summary.**

In **150 words or less**, provide a summary of your project. This will be used as a basis for DEQ summary documents during the review process, and, if the project is funded, edited for the DEQ Internet web site.

For your summary, consider the following:

- The overall goal of the project, with mention of the three CREP watersheds and how long the CREP practices will remain in place.
- Anything that makes your project unique.
- How your organization will interact with the DEQ, MDA and other partners.
- Any special attributes that your organization brings to this project.

Attach this information behind Page 2, Standard Statements, and continue on the next page.

## **Instructions for CMI Nonpoint Source Pollution Control Grants Work Plan and Timetable**

All applicants must submit a proposed work plan, timetable, and budget.

**Work Plan. Maximum three-pages.** Use 11 or 12 point font on 8 ½" x11" paper.

- The work plan should begin with a heading consisting of the bolded title of the project.
- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description.
- For each task, include an estimated percentage of time (grantee time only – not contractual time). The estimated percentage of time for all tasks must total 100 percent.
- For each task, identify which staff person or other agency will be responsible for carrying out the task.
- Each contractual service listed on the first page of the Grant Application Budget Information sheet must have its own task(s), responsible agency, and product(s).
- For each task, identify the resulting product(s).

• Note: **All work plans must include the following mandatory tasks:**

**Task #\_\_** Grant administration and close-out.

- Develop and submit status reports following ESSD guidance, and at a frequency included in the contract (usually quarterly). See Appendix A for reporting requirements.
- Provide DRAFT AND FINAL products and deliverables. This should include any data collected, in both hard copy and electronic format. A MINIMUM OF 5 COPIES OF ALL FINAL PRODUCTS AND DELIVERABLES WILL BE SUBMITTED TO THE DEQ.
- Develop and submit a DRAFT FINAL REPORT AND A final report following ESSD guidance, at the end of the project. Final reports are to include a brief description of the overall project, description of the benefits of the project (including what worked well and recommendations to help future grantees), the BMPs implemented, and pollutant reduction information. The grantee will also be expected to submit representative before and after photographs in both hard copy and electronic format.
- Submitting a release of claims statement (a standard form letter) at the end of the project.
- Submitting a project fact sheet at the end of the project, including one copy in electronic form.

**Number all pages of the work plan and attach to the Project Description.**

**Timetable. Maximum 2 pages.** Include a timetable of activities, showing when each task will be completed. This should be presented in a table format and cover all quarters of the project. Include in the timetable the months included in each quarter (i.e., quarter 1: October, November, December). Note also that the timetable should include time for the DEQ staff to review and comment on draft products and deliverables; **ALLOW 45 DAYS FOR DEQ REVIEW OF A DRAFT FINAL REPORT.**

**Number the page(s) of the timetable and attach to the Work Plan.**

## **Instructions for CMI Nonpoint Source Pollution Control Grants Budget**

### **Budget Information**

The ESSD is requiring all applicants to use the Grant Application Budget Information form, available electronically on our web site: [www.michigan.gov/deqnonpointsourcepollution](http://www.michigan.gov/deqnonpointsourcepollution), then click on Grant Applicant Information. Use of the electronic form will ensure that calculations are correct and that match and indirect amounts are appropriate.

- Round off to the nearest dollar.
- The Project Total from the budget page should be the same as the Project Total on page one of your application.
- Under each Budget Category (column 1), enter the activities that will be charged against the grant or counted as local match (see Local Match, below). Include enough detail that the NPS Project Administrator knows who or what is being paid for. For example, under Staffing Cost, each employee of the grant recipient charging time to the grant or counting time as match should be listed by name and title, followed by the projected number of hours they will be working on the project, and their hourly rate.
- Provide the same level of detail for all other budget categories, whether it is to be charged against the grant or counted as match.
- *Do NOT override the formulas in the electronic spreadsheet!*

Use the format below, filling in the form across the columns by category. Start in column 1 and address Staffing Costs across all columns.

### **Before you work on your budget:**

- The CMI funds cannot be used to purchase cameras, geographic positioning systems (GPS), or vehicles, nor can these items count as match. The DEQ will offer the use of cameras and GPSs during the contract.
- The CMI funds also cannot be used to pay for audits.
- Because CMI funds are specifically to implement structural and vegetative Best Management Practices, the CMI funds cannot be used for lodging, conferences, workshops, or any other type of training, nor for the purchase or rental of computers.

### **Local Match (Column 3)**

Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. Local match is required of all applications. Labor, in-kind services, and materials can count as match. In column three of the budget sheet, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).

- Other CMI funds and other Clean Water Act funds awarded as grants from the state cannot be used as matching funds for CMI grants.
- For a list of eligible match activities, contact Thad Cleary at 517-335-4172.
- Whatever match you include in your application will become part of your contractual obligation if your project is selected for full funding. Be sure your match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date in a contract signed by **both** parties.
- Local match beyond the minimum in the Grant Description is encouraged. Note that the auditing requirements require grantees to document match earned by providing letters from matching agencies, verifying the work completed and the value of that work. Again, make sure your match commitment is realistic.

### How to Calculate the Minimum Match Required

Note: A minimum of 25 percent local match is required of all applicants. Minimum match required is calculated by first determining the total cost of implementing a project. Second, calculate the minimum local match required by multiplying the total cost of implementing the project by 25 percent. The total project cost minus the local match equals the requested grant amount. For example, if the total cost of a project is \$150,000, the local match would need to be \$37,500, and the remaining cost of the project (\$112,500) would be the amount requested in grant funds.

Total Cost X .25 = Local Match

Total Cost - Local match = Grant Funds

Example:      \$150,000 X .25 =      \$37,500 Local Match  
                  \$150,000 - \$37,500 = \$112,500 Grant Fund

### Completing the budget sheet.

1. **Staffing Costs.** All grants must include administrative staffing costs for the responsible administration of the grant. These funds may be grant funds or local match.
  - In column 1, list each staff person by name and title (project manager, senior analyst, clerical, etc.), the estimated number of hours each person will work on the project and their hourly rate. Place the costs for each staff person (number of hours times hourly rate) in the Grant Amount and/or Match Amount columns.
  - Each staff person listed under staffing cost should also be included in the work plan.
  - Staffing costs for staff in agencies other than the grant recipient should be budgeted under Contractual Services.
2. **Fringe Benefits.** This can include insurance, FICA, federal, state, and local taxes, vacation and sick time, and workers compensation.
  - Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, up to 40 percent maximum. Enter that rate on the first line, third column of this category.
  - In column 1, list each staff person with fringe costs. Put the dollar amount (salary times fringe benefit rate) corresponding with each staff person in the Grant Amount and/or Match Amount columns.
  - The ESSD reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
3. **Contractual Services.** Contractual costs are services provided by staff or agencies other than the grant recipient. Any services not provided by the grant recipient should be listed here, including engineering services. Your work plan must include a description of all work to be subcontracted. The State reserves the right to approve all subcontractors for this project and reserves the right to require the Grant recipient to replace subcontractors found to be unacceptable.
  - In the first column, list all contractual services. Put amounts in the Grant Amount and/or Match Amount column, estimating if necessary.
  - All contractual services included here should also be included in the work plan.
4. **Project Equipment, Supplies, and Materials.** (See "Before You Work on Your Budget" for a list of ineligible items).

4a. Supplies and Materials.

- Supplies and materials are general office items that are less than \$1,000, not included in the indirect.
- For supplies and materials specify the type of supplies and materials. Itemize printing, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- Place corresponding costs of supplies and materials in the Grant Amount and/or Match Amount column.

4b. Equipment. CMI NPS funding cannot be used to purchase cameras, geographic positioning systems (GPS), computers, or vehicles; nor can these items count as match. The DEQ will offer the use of digital cameras and GPS units during the contract.

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year.
- The purchase of equipment less than or equal to \$1,000 is allowed using grant funds. Equipment greater than \$1,000 cannot be purchased using grant funds, but can be purchased using match funds.
- Itemize equipment on the budget form and explain any cost that may appear out of the ordinary.

5. Travel Costs. This category applies only to organization staff – **not** contractors.

- Mileage costs should be shown in the Grant Amount and/or Match Amount column expressed as the number of miles times mileage rate. (\$.35 per mile is the highest allowable rate).
- CMI funds will not pay for meal charges, conferences, and other training and lodging.

6. Indirect Costs

Indirect costs are intended to cover those reasonable costs associated with carrying out the projects for which the grant is being issued, but which are not included as direct charges. Typical indirect costs include, but are not limited to, office space, telephones, office equipment rental and usage, and general office supplies. The DEQ limits the indirect cost rate to no more than 20 percent. The inclusion of indirect costs in your grant application is not required.

The reasonableness of an indirect rate often is dependent on what is included in the direct charge portion of the grant. No cost can be included as both a direct charge and as part of what is covered in your indirect rate.

The electronic budget form will automatically split the indirect costs in accordance with DEQ guidance. **Do not override the formulas in the electronic budget form.**

Most agencies have a set indirect rate. Use your agency's indirect rate, up to 20 percent, which is the DEQ's maximum allowable amount.

7. Total Grant and Match Budget. *Note that the Totals at the bottom of the budget sheet should be the same as those on page one of your proposal.*

**Sources of Match and Dollar Value Committed.**

At the bottom of the second page of the budget sheet, indicate the source(s) of local match and the corresponding dollar value, provided by the applicant or other local sources.



**Indirect Costs**

At the bottom of the second page of the budget sheet following the Sources of Match or as a separate attachment, list the components of your organization's indirect costs.

Attach the Budget Sheets to the Timetable.

**Instructions for CMI Nonpoint Source Pollution Control Grants:  
Attachments**

The following attachments are to be submitted by all applicants, unless otherwise specified.
--

- **Audit.** All applicants must include with their application, an *Independent Auditors Report from a Comprehensive Annual Report* documenting that the organization had undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has a financial accounting system in place that operates in accordance with accepted accounting principles. Financial statements will not be accepted.
- **For all applications with contractual costs, a copy of a “Contractor’s Qualifications Form”,** EQP-5853. The qualifications of all contractors (listed on the budget sheet as “Contractual Services”) must be included on a Contractor’s Qualifications Form. If the name of the contractor is not known at the time of the application, successful applicants will need to submit a Contractor Qualifications Form prior to entering into a contract with a sub-contractor. The ESSD will REVIEW AND HAS THE APPROVAL OF all contractors included in contracts.

*All other information--including binders, extraneous reports, etc.--will not be considered, reviewed or returned.*

## Checklist for a Complete Application

Number the pages of your proposal. **Submit 10 (TEN) copies of all portions of your application and one electronic copy of the work plan, timetable, and budget.**

**Your ESSD *application* should consist of all of the following.**

- \_\_\_\_\_ One-page ESSD Application Cover Sheet, EQP 5835
- \_\_\_\_\_ One-page Standard Statements, EQP 5839
- \_\_\_\_\_ Maximum five-page Project Description
- \_\_\_\_\_ Maximum three-page Work Plan with the mandatory elements
- \_\_\_\_\_ One or two-page Timetable
- \_\_\_\_\_ Two-page ESSD Grant Application Budget Sheet, EQP 5834, with an explanation of indirect, either on the form or as an attachment.

Attachments: **required as described on the previous page**

- \_\_\_\_\_ Letter from a CPA showing a successful audit (an *Independent Auditors Report from a Comprehensive Annual Report*)
- \_\_\_\_\_ For applications with contractors, a Contractor's Qualifications Form, EQP 5853, also available online.

**All other information--including binders, extraneous reports, and general letters of support--will not be considered, reviewed, or returned.**

Applications must be delivered to the ESSD in Lansing by 4:00 p.m., March 4, 2005, or carrier dated on or before March 4, 2005. Faxes and email submissions will not be accepted. Late proposals will not be considered for funding.

For U.S. Mail:	Amy Peterson Department of Environmental Quality Environmental Science and Services Division P.O. Box 30457 Lansing, Michigan 48909-7957
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For Hand, UPS, or FedEx Delivery:	Amy Peterson Department of Environmental Quality Environmental Science and Service Division Constitution Hall, 1st Floor North 525 West Allegan Lansing, Michigan 48933
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**Appendix A**  
**Environmental Science and Services Grants:**  
**Terms and Conditions of**  
**CMI Nonpoint Source Pollution Control Grant Awards**

**Responsibilities of Grant Recipients.**

- Grant recipients will be required to carry out all obligations contained in the project contract with the DEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), and the applicant’s work plan, timetable, and budget information.
- The DEQ also reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the State of Michigan.
- Grant recipients will be responsible for meeting the match amount committed to in the project contract.
- Additional requirements, relevant to an individual project, may be specified in the project contract.

**Subcontracts.**

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The State reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan whether or not they perform them. Further, the State will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.
- Any substitutions or additions to subcontractors will be subject to the prior written approval of the State.

**Audit Requirements.**

All selected projects will be subject to a post-project audit. The DEQ Office of Internal Audit may conduct an audit of all of the ESSD Administration Unit files, and may conduct an audit of a grant recipient’s financial files before releasing final payment to the grantee. Grantees therefore, will be expected to maintain records and make available to the DEQ all records pertaining to the grant. Grantees will be required to submit detailed information in their project status reports, as indicated online at [www.michigan.gov/deqnonpointsourcepollution](http://www.michigan.gov/deqnonpointsourcepollution), Grant Applicant Information, then “Status Report Requirements: Clean Michigan Initiative Grants and Some 319 Grants.”

**Reporting Requirements.**

- All grantees must submit status reports to the DEQ at a frequency indicated in their contract and consistent with DEQ policy.
  - Copies of status reports shall be submitted to and approved by the DEQ before reimbursement payments will be made. Grantees will submit copies as follows:
    - Original status report to the ESSD Administrative staff in Lansing, with three copies of any products developed.
    - One copy of the status report and one copy of any products developed to the WD Project Administrator.
- The ESSD reserves the right to request **annual progress reports** of any grant recipient.

- **Final project reports** will be submitted to and approved by the WD Project Administrator before the final grant payment will be made. Final reports must follow the guidance provided by the ESSD and include what was attempted in the project, what worked, what did not work, any lessons learned, and a list of all management practices installed and pollutant loading reduction information, if applicable.

#### **Incurring Costs.**

The State of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor outside the start and end dates of the contract. Liability of the State is limited solely to the terms and conditions of the request and any resulting grant. The State's fiscal year is October 1 through September 30. Grants awarded in any given fiscal year are contingent upon enactment of State legislative appropriations.

#### **Conflict of Interest.**

No member of the Legislature, judicial or executive branch of State government, or any local unit of government official shall benefit from this agreement. No member of or delegate to Congress, or resident Commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom.

#### **Cancellation.**

The State may immediately cancel an Agreement without further liability if the Grantee, or any agent of the Grantee, or any agent of any sub-agreement is: convicted of a criminal offense incident to the application for or performance of a State, public, private contract, or subcontract; convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the state, reflects on the Grantee's business integrity.